

**SUPPLEMENTARY CHECK LIST FOR SURPLUS VEHICLES AND
EQUIPMENT**

Description of Vehicle/Equipment _____

Make of Vehicle or Equipment _____

Model _____

Serial Number _____

Year of Manufacture _____

Mileage _____

Type of Steering _____

Type of Transmission _____

Options (if any) _____

Needed Repairs (if any) _____

Recent Repairs _____

Last Motor Vehicle Inspection Date _____

Color _____

	<u>Completion</u>	<u>Check Off</u>
Equipment cleaned, including trunk	Yes	_____
Decals carefully removed	Yes	_____
Gas tank, min 3 gals, max 5 gals	Yes	_____
Title papers	Yes	_____

Completed Supplementary Check List and Surplus Personal Property form to be forwarded to the Purchasing Agent, City Hall, 41 Green St., Concord, NH 03301.

Signature _____ Date _____

SURPLUS PERSONAL PROPERTY FORM

In accordance with the City of Concord Code of Ordinances, Article 31-1-4, the Purchasing Agent is required to periodically review the personal properties of the City to determine the existence of surplus personal property. Accordingly, please list all surplus properties within your department using the following format. Highlight all personal property you would like to submit to the State of NH Surplus Property Auction.. Please submit this to the Purchasing Agent.

Quantity	Item	Date of Purchase	Make or Model	Condition	Estimated Value

Signature:_____

Date:_____